



City of Fredericksburg
715 Princess Anne Street
P. O. Box 7447
Fredericksburg, VA 22404-7447
Telephone: 540 372-1028

VACANCY ANNOUNCEMENT
ACCOUNT CLERK II – (Utility Billing) Fiscal Affairs Department
Starting Salary: \$ 32,987 – 39,809 DOQ

Under general supervision, performs a variety of routine clerical activities associated with the timely preparation of the monthly utility billing function involving water, sewer and garbage collection charges. This position schedules meter readings and enters the data from the readings into the City's database. Incumbents are expected to work independently and sometimes under stressful deadlines within existing accounting policies and procedures. Exceptional customer service and attention to individual customer needs is mandatory. Position requires a high school or GED equivalent; minimum of 2 years post high school education preferred, with emphasis on computer skill development (Microsoft Office and IBM AS400) and prior utility billing clerical experience. Criminal background and credit check required.

While the position is open until filled, completed City Applications and resumes should be submitted before the close of business on Monday, October 22, 2012.

City of Fredericksburg
Human Resources Department
715 Princess Anne Street, Room 217
P. O. Box 7447
Fredericksburg, VA 22404-7447
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